



**Welcome!!!!**

**Inaugural  
HRMS  
Users Group  
Meeting**

**October 19, 2007**



# Purpose

- Meet the Subject Matter Experts
- Demystify Processes & Procedures
- Educate & Inform
- Open Dialogue

# Meetings Should Be:

- Interactive
- Informative
- Educational





# Agenda

- Introductions
- CampusID
- ePAF
- FMLA
- Web Site
- System Downtime
- Assistance
- Q & A



## Introduction of Panel



Change From  
PeopleSoft HR ID  
to  
CampusID



# ePAF

- Project
- TimeLine
- Paper Form
- Roles & Responsibilities



# ePAF Timeline

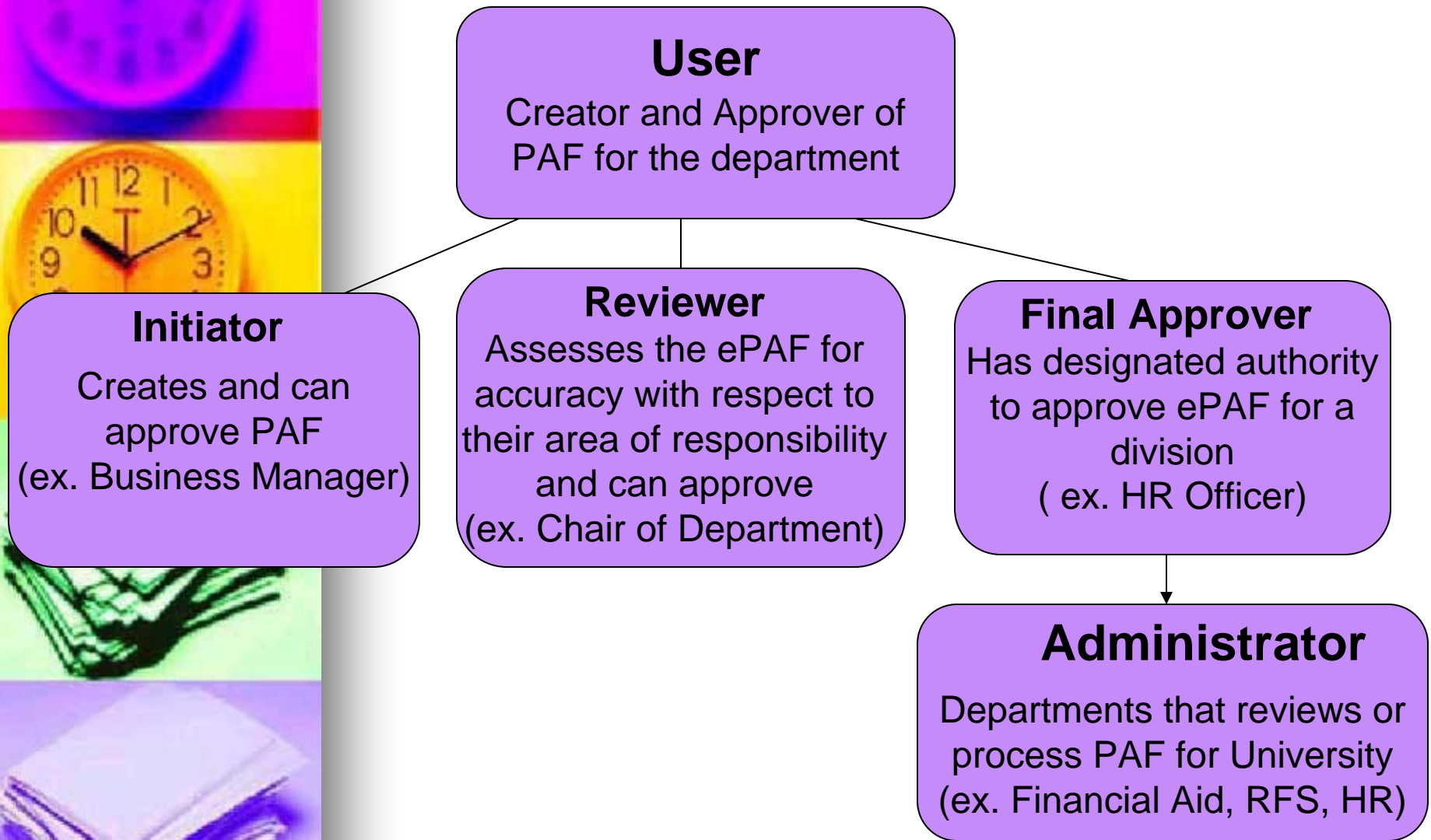
- November 1, 2007 – Pilot Go Live!!!
- November 15, 2007 – 2<sup>nd</sup> Group Goes Live!!!!
- Week of January 14, 2008 – Training for VP Area
- January 22, 2008 – VP Areas Go Live!!!!



# ePAF Timeline

- Week of February 4, 2008 – Training for Colleges
- February 11, 2008 – Colleges Go Live!!!!

# Roles for ePAF



- Minimum of 2 approval signatures required before submitting ePAF & 1 signature must be a Final Approver
- An employee can create but not approve an ePAF for themselves

# ePAF

- Changes
- Notify Button



# ePAF

## Leave of Absence

- Types of leave
  - Military
  - Personal
  - Educational / Professional
  - Administrative





# Medical Leave

- Documentation for medical leave on separate form
  - due to confidentiality issues surrounding medical information - HIPPA regulations
- “Request for Family Medical Leave” form
  - Benefits website:  
<http://www2.gsu.edu/~wwwhre/benefits/forms.htm>

# Web Site Updates

- Reorganization of Material
- “How To’s”
- More User Friendly



# System Downtime

- Tax Update – 2<sup>nd</sup> Week of November (November 14<sup>th</sup>)
- Tax Update – 3<sup>rd</sup> Week of December (December 20<sup>th</sup>)
- Tax Update – January (TBD)





# Assistance

- Meetings with Colleges
- Overpayments
- Year End
- Leave Review



## Questions & Answers



Thanks for Coming!!!!!!!